

AMERICORPS POSITION DESCRIPTION

LP Brown Elementary
2000 26th Ave NW
Olympia, WA 98502
360-596-6804
osd.wednet.edu

Contact Person: Joel Lang
jlang@osd.wednet.edu

Site Supervisor: Alex Brownsmith
abrownsmith@osd.wednet.edu

Serves Vulnerable Population: Yes
Background Check(s) Required: Yes
Driver's License Required: Yes
Vehicle Required: Yes
Auto Insurance Required: Yes
On bus route: Yes
Minutes from downtown Olympia 10

TITLE: Student and Family Support Specialist

HOURS OF SERVICE: 8:30 a.m. to 5:00 p.m., M – F with occasional evening and weekend hours TBD

POSITION DESCRIPTION: LP Brown Elementary is located in the northwest part of the Olympia School District. Olympia is the capital city of Washington and is located on the southern tip of the Puget Sound. LP Brown is a smaller school with about 300 students. We have students from Kindergarten through 5th grade. A significant amount of our families are in poverty with over 55% of our students qualifying for free or reduced meals. We have families coming and going from our school and this mobility produces its own challenges. We work hard to make sure our families and students to feel welcome and safe. We work with some community organizations but would like to increase these collaborations.

SITE DESCRIPTION: The AmeriCorps member would work with students either in small groups or one on one as an academic support. Additionally, they would support students in the classroom either with academics or helping the teacher and staff with students who are learning expectations of how to behave in the school setting. This is particularly helpful at Kindergarten level. The member would also help students be more successful socially by providing an alternative lunch/recess time mid-day and going out to recess and assisting paras teaching students games/activities they can play. After school clubs will be initiated.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Build warm, caring relationships with students.
- Provide tutoring to individuals and/or small groups.
- Develop and implement family involvement activities.
- Lead groups of students in after-school activities or alternative recesses.
- Communicate well with others and support teamwork.
- Meet weekly with supervisor.
- Recruit volunteers to assist with tutoring or clubs after school.
- Be mindful of the time constraints in school system and be prompt and reliable.

REQUIRED QUALIFICATIONS:

- Applicants should have some experience working with elementary age children.
- Applicants should be able to follow the policy of the agency related to being a drug and alcohol free zone.

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.